

Changing Your Benefit Choices

Your benefit choices will stay in effect for a full plan year. However, if you have a change in family status, you may be able to change some of your benefit elections. Family status changes include, but are not limited to:

- Marriage or divorce
- Birth, adoption or legal custody of an eligible dependent
- Death of your spouse or dependent
- Dependent covered by the plan becomes ineligible
- Change from full-time to part-time status, or vice versa
- Unpaid leave of absence
- Significant change in your spouse's coverage attributable to employment
- Termination or commencement of spouse's employment

If you experience one of the status changes listed above during the plan year, you may be able to make changes to your coverage. You must notify Risk Management within 30 days of the change and you may need to provide proof.

No forms are required to make address changes. Simply phone, fax or email your new mailing address to the Risk Management Department.